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CONFIGURATION MANAGEMENT

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Abstract:

This document describes configuration management procedures.

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CAGE: xxxxx		Rev: Orig

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This procedure defines the requirements for the management of the configuration of products manufactured by the Company's configuration management activities include the following:

- ███

- M██

- ████████████████████████████████

  The following are not governed by this control procedure:

- ████████████████████████████████████

- ███████████████████

2.0 THEORY

Part configuration includes a variety of aspects of a given part, including its ███████████
██
██
████████████████████

This procedure has been developed based on practices defined in ISO 10007 and MIL-STD-973.

3.0 CONFIGURATION DOCUMENTATION

3.1.   The current configuration of a given part is identified through applicable technical documents. These may include, but are not limited to:

- ███████████████████████████
- ███████████████████████
- ██████████
- ██████████
- ██
  ████████████████████
- ████████████

3.2.   All such technical documents are developed by Engineering and approved by the CCB. (See section 4.0) They are then controlled according to this procedure.

3.3.   The baseline documentation is entered into a database that maintains current data for every configuration item. As new configuration items are generated, approved and placed in the release system, they are added to the database. As changes are approved and released, the change information is ███
██
██
██

███

3.4.   Configuration documents and Customer intellectual property received by Contracts is forwarded to the Document Control Center (DCC) for logging and distribution to project personnel according to the release system shown herein. Project personnel are responsible for ████████████████████████████
██████████████████████████████████████

4.0   CONFIGURATION CONTROL BOARD (CCB)

4.1.   The Responsible Engineering Authority (REA) and Quality Manager serve as the Configuration Control Board, which has full authority and responsibility for ████████████████████████████████
██
██████████████████

4.2.   The Chairperson of the CCB is any specified member dependent upon the circumstance. The Customer may be invited to attend CCB meetings.

4.3.   The CCB serves as ███
██
████████████

4.4.   CCB responsibilities include:

- ██
- ██
- ██
- ████████████████████████████████
- ██████████████████████████████████
- ██
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- ██
- ██
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- ██
- █████████████████████████████████████

5.0   BASELINE MANAGEMENT

5.1.   The Company may establish a configuration baseline to identify and create the initial configuration identification of deliverable supplies at specific times during the contract cycle. The baselines provide ██████

███

5.2.   All descriptions of the baselines used to state product performance and design requirements are contained in configuration documents.

5.3.   For configuration management purposes, four major baselines may be required as discussed below.

5.3.1. Pre-Release Baseline: ██
███
███

5.3.2. Functional Baseline: █████████████████████████████████████
███
████████████████████   At the Functional Baseline, the configuration management system is operating and the released documents have described the following:

- █████████████████████
- ████████████████████████████████
- ████████████████████████████
- ███████████████████████
- ██

5.3.3. Allocated Baseline: ███████████████████████████████████████
████████████████████████████████████   These include:

- ██████████████████████████████████
- ███████████████████████████████████
- ███████████████████████████████
- ███████████████████████████████████████

5.3.4. Product Baseline: ███████████████████████████████████████
███
██████████

This baseline prescribes:

- ████████████████████████████████████
- █████████████████████████████
- █████████████████████

This baseline and approved changes serve as the configuration reference point for all subsequent reviews. Redlined technical documents may be used if ████████████████████████████

5.4.   Baseline Maintenance

Once established, the baselines serve as the approved departure points for updating by incorporation of changes that have been approved by the CCB. The baselines plus the approved changes represent
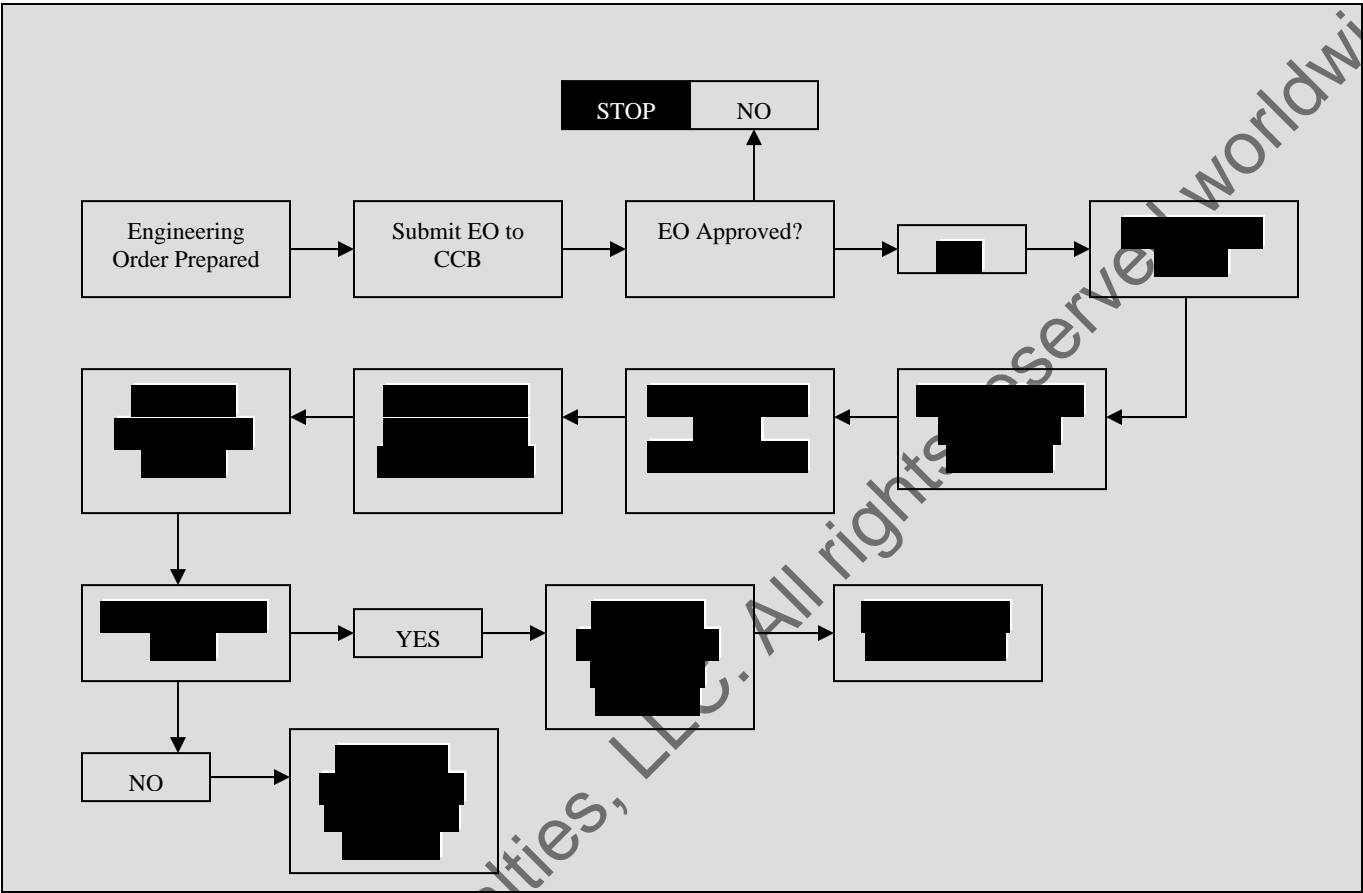
The release of a technical document requires that it be placed into the normal control system for configuration documents. The release system is shown in Figure 1, which…,

-
-
-
-
-
-
-

Figure 1: Release System Flowchart

5.5.   Document approval is indicated by any of the following methods:

-
-
-
-

5.6.   The Document Control Center prepares the release package after insuring that all required information and approvals have been obtained. Documents are controlled so that the information on them is

6.0   CONFIGURATION CHANGE CONTROL

6.1.   Configuration change control is the process of maintaining the baseline identification and regulating all changes to that baseline. The 'as-designed' technical documentation must equal

6.2.   Change control is vested in the Configuration Control Board. Any employee may request a change to a configuration. All proposed changes to the baseline documents are ███

6.3.   Joint change control authority is established where any program shares a commonly identified item with another program.

6.4.   Evaluations of changes include the consideration ██

6.5.   The evaluation will take into consideration all aspects of the change and its affect on other hardware items or computer programs, reviews and analyses or costs and schedules. Typically, this will include ██

6.6.   All associated changes and affected hardware items or computer programs are included on the Engineering Order, Engineering Change Proposal or Request for Support (RFS) form. The evaluation by the CCB includes ██

6.7.   Types of Configuration Change
Changes to the configuration are implemented after approval of engineering changes, deviations or waivers. The definition for each is as follows:
6.7.1. Engineering Change: ███

6.7.2. Deviation: ██

6.7.3. Waiver: ██

6.8.   Change Classification
Changes in configuration are classified by the CCB as either Class I or Class II. The change classification assigned by the CCB is entered on the Engineering Order, which serves as the document to describe the proposed change and to record CCB decisions relating to the change. Proposed Class I engineering changes are ███

6.8.1. Class I Changes

The engineering change is classified as Class I when it affects one or more of the following:

- ███████████████████████████████████
- ████████████████████████████████
- ████████████
- ██████████████████t
- ████████████████████████
- ██████████████████████
- Non-technical contractual provisions are affected, such as, but not limited to:
- ███████████████████████
- ███████████████████████████
- ██████████
- ████s
- █████████████████████
- █████████████████████████

6.8.2. Class II Changes

Any change that does not fall within the Class I definition is a Class II change. Class II changes are implemented after ███

6.9.   Change Implementation

6.9.1. All approved changes are implemented under the guidance of the configuration management function.

6.9.2. Configuration Management maintains approval records for all configuration changes.

These records identify ██

6.9.3. The Quality Group verifies that changes have been incorporated into affected units and that the associated configuration status records have been revised.

6.9.4. Superseded revision levels of electronic documents are ██

6.9.5. During the evaluation of the ECP, EO or RFS, the CCB determines what implementation actions are required to accomplish the approved change and ████████████████████████ .

6.9.6. The CCB provides a complete description of the effort required to accomplish the approved change. The definition of the actual tasks required is in sufficient detail, including any required Customer action, so as to be understandable by personnel who have not been briefed on the change. Engineering changes are ███

6.9.7. Deviation: ███████████████████████████
████████████████████████████████

6.9.8. Waiver:
██
██
██
██
██
████████████████████████████████

6.9.9. Supplement Releases:
██
██
██
██████████████████████

6.9.10. Upon accumulation of five (5) Supplements ████████████████████
████████████████████████

6.9.11. Proposed Class I engineering changes are approved by the CCB and are submitted to the Customer in the form of an Engineering Change Proposal (ECP) or an Engineering Order (EO) as required by contract. A Class I Engineering Change is not implemented until ████████████████████
██
██
██
██
███████████████████

████████████████████████████████

Figure 2: Change Control Flow
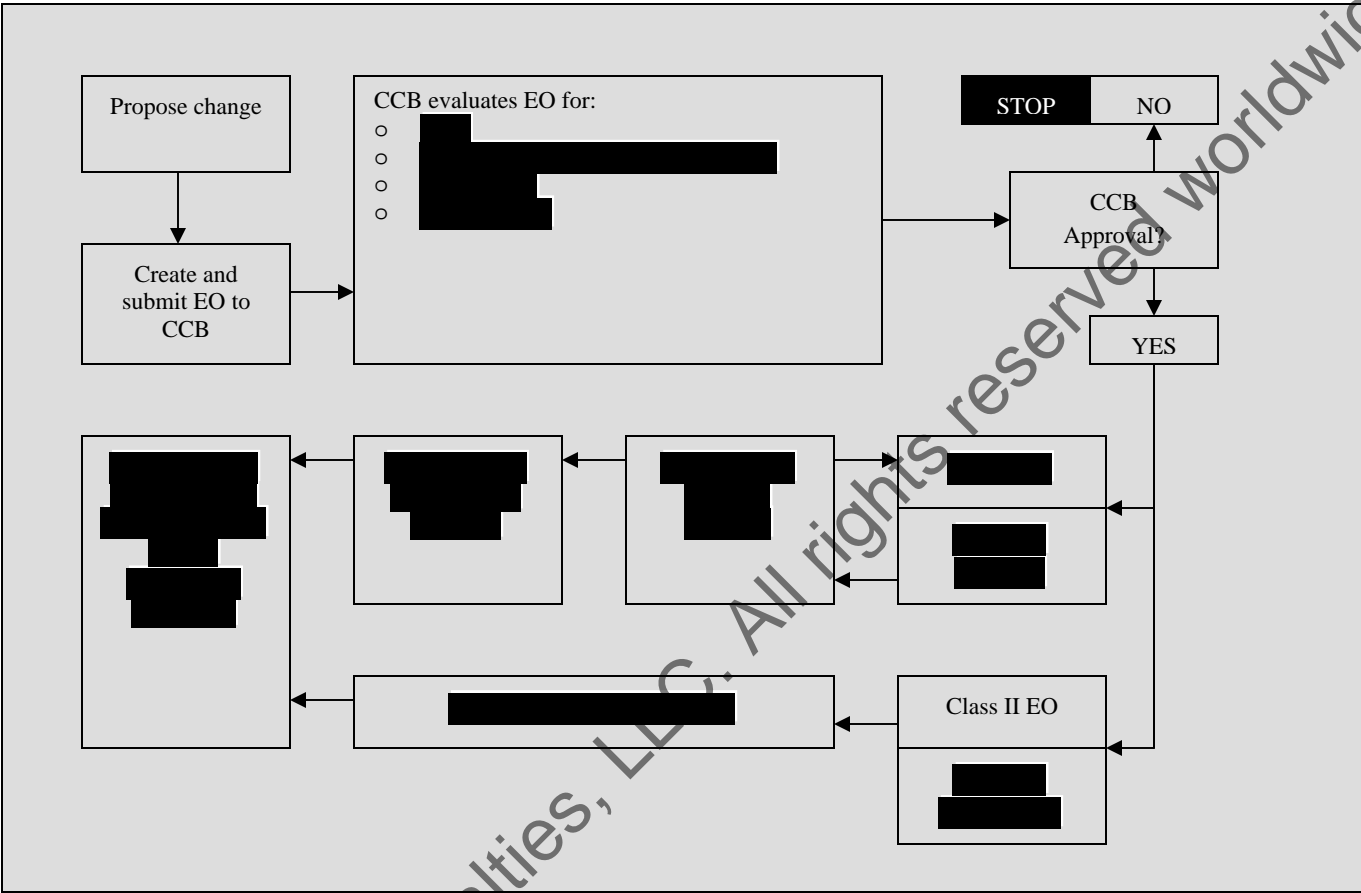
6.9.12. Re-identification Practices

Part numbers are changed whenever complete item interchangeability is not possible for all products shipped and for all current and future products. When complete item interchangeability is not ████████████████ ██

6.9.13. All deliverable items are fabricated and assembled according to ████████████████████████ ██████████████████████████████████

6.9.14. No oral instruction or other random or unwritten authority is accepted in place of formal change control (see the Baseline Management section herein). Redlined technical documents may be used if ████████ ██ ████████████████

7.0 SUBCONTRACTOR AND VENDOR CHANGES

7.1. Only those subcontractors having a funded design effort are permitted to implement Class I or II changes with submittal to the Company for ██.

7.2.   For all vendors used by suppliers, proposed changes to baseline documents are submitted to the CCB for approval and classification. If any of the proposed changes is Class I and the CCB verifies a need for the change, the proposed change is submitted to the Customer as an ECP or EO.

7.3.   Suppliers and vendors are controlled according to ███████████████

8.0   MANAGEMENT DIRECTIVES

8.1.   Management members of the CCB/MRB issue their binding policies, procedures and directives to personnel within their exclusive organization in the form of a Bulletin.

8.2.   The Bulletin is completed as required by its format.   The Bulletin is the only ███████████
██
██
██

9.0   CONFIGURATION RECORDS AND REPORTS

The following lists are revised as required to include the latest configuration status of listed documents. Dependent upon contract requirements, records and reports may include:

9.1.   Numerical lists: ████████████████████████████████████
██
████████████████████

9.2.   Indentured Lists: ███████████████████████████████████
██
████████████████████

9.3.   As-Built Parts List: █████████████████████████████████
██

9.4.   EO Status: ██
██
████████████████████

9.5.   Data Lists: ██
██
████████████████████████████████████

████████████████████████████████████

9.6. Configuration Account Record for Integrated Systems:

9.6.1. Configuration Item Identification Report:

9.6.2. As-Built vs. As-Designed Configuration:

10.0 PRODUCT AND TEST SOFTWARE CONTROL

Production of software for integration into deliverable products is controlled according to